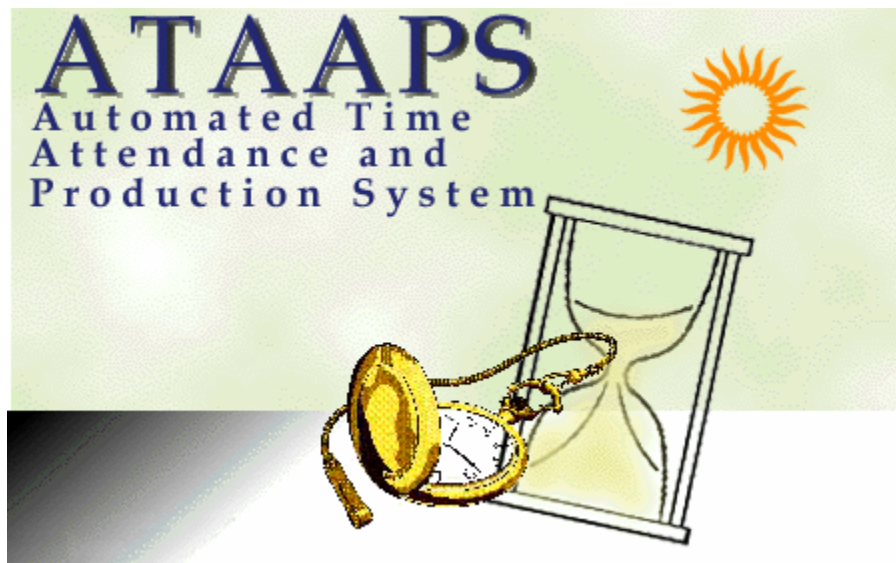


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide for Retroactive Labor Processing

Prepared By:

Capital Accounting Center

March 2004

4. Click the [Save button](#) to save the changes, or the [Refresh button](#) to discard your changes and redisplay the current database records.

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ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://ataaps3.doe.gov/ataaps/ControllerServlet

Logged In As: PEONATO, PHILIP R. UC: 1M0000

Team: 815204

Employee: DOE, DIANA

Begin Pay Period: 2003-Nov-30

NDR/Haz/Cth: No Concur: No Certified: No Send To Payroll: No

Employee Hours

Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
AASA	WM0000000		RO		8.00	8.00	7.30	8.00	8.30				8.00	8.00	7.30
AASA	WM0000000		LA				8.30		2.30						8.30
AASA	WM0000000		LS								8.00				
Scheduled Hours				88.00	0.00	8.00	8.00	8.00	8.00	0.00	8.00	8.00	8.00	8.00	8.00
Reported to Scheduled Hours				88.00	0.00	8.00	8.00	8.00	8.00	0.00	8.00	8.00	8.00	8.00	8.00

Save Delete Rows NDR/Haz/Cth Insert Row Refresh Summary Create LU

Go to Top

Done

Retroactive Notifications

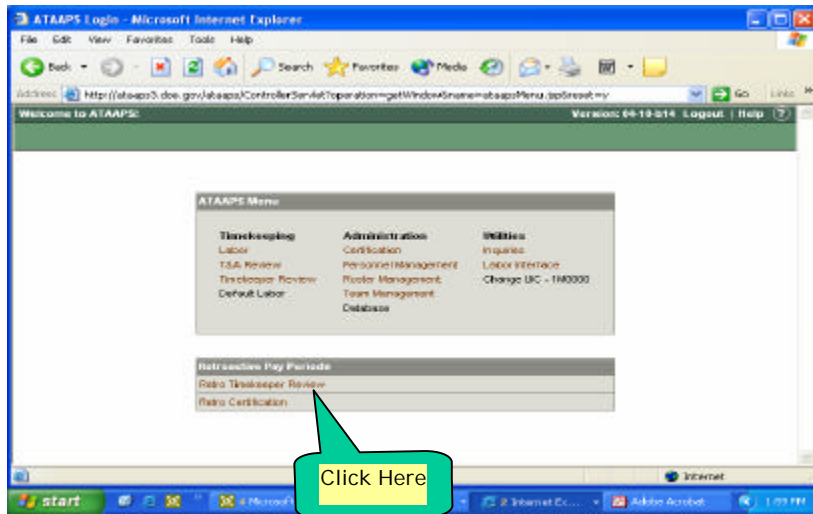
If retroactive labor is input, and you are a timekeeper or a certifier for the applicable team or roster, you will be notified via the appearance of additional links on the main menu. The links will remain on the main menu until an authorized timekeeper or certifier has deleted all applicable retroactive notification entries. A retroactive notification entry consists of team name and pay period begin date or roster name and pay period begin date. It is suggested that the timekeeper and/or certifier perform the timekeeper review and/or certification prior to deleting the retroactive notification entry.

To process the list of teams and pay periods for which retroactive labor exists:

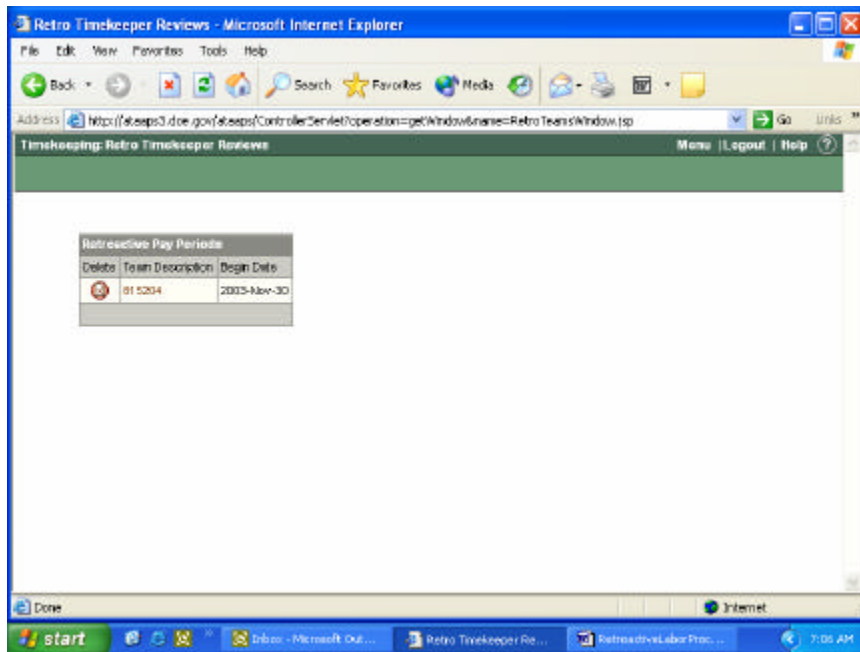
1. Click the **Retro Timekeeper Review** link on the main menu to view the list.

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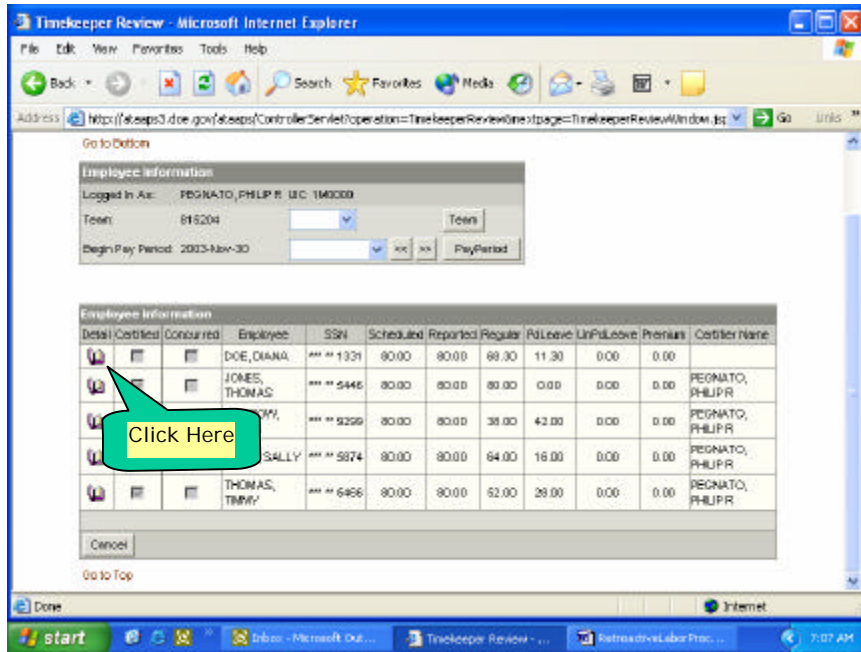
2. Click the team name to open the timekeeper review screen, with the team and pay period pre-selected.



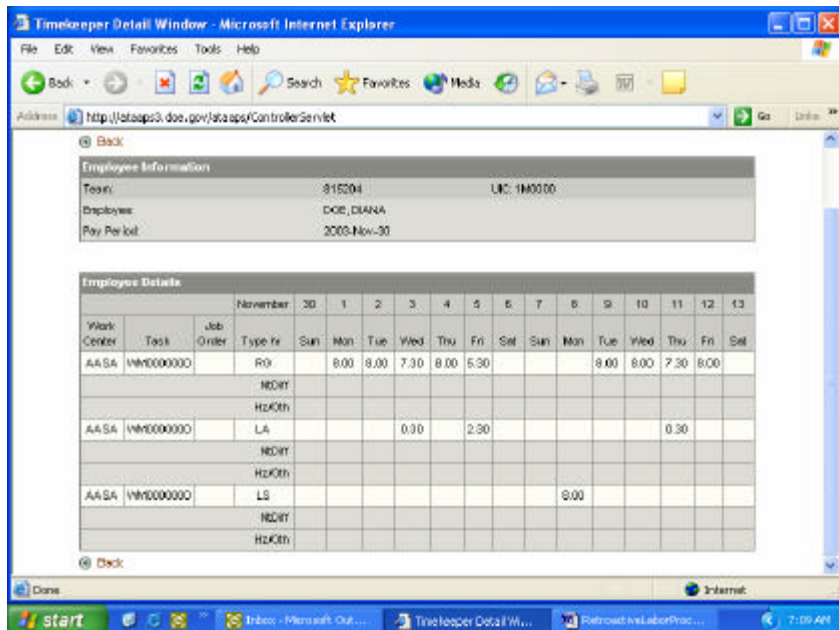
The following screen appears. Click the **Open Detail Selection** icon to review the retroactive labor details.

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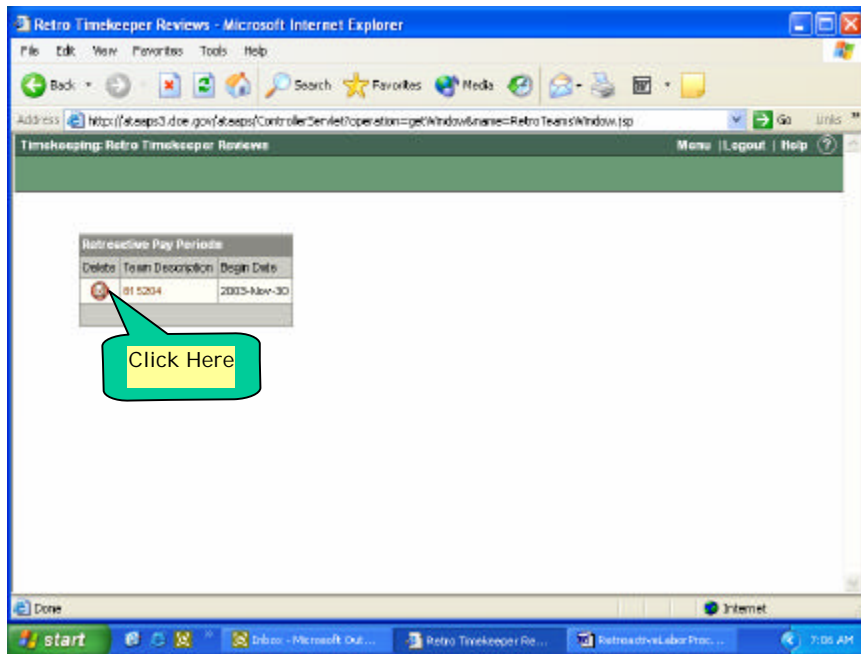


3. When your review is complete, click **Back** and then the **Cancel** button to return to the list of retroactive teams and pay periods.



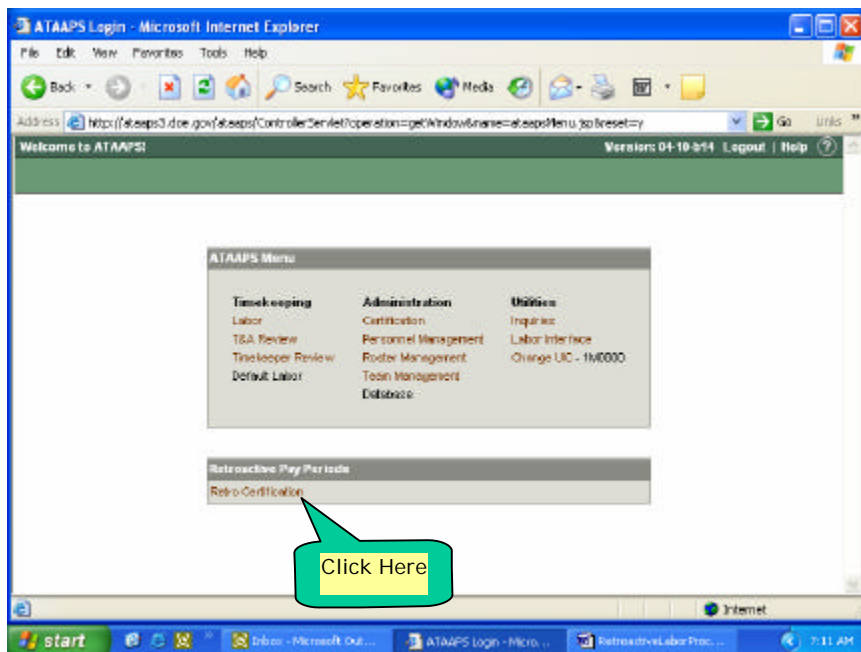
4. Click the **Delete** icon associated with the team that was just processed.

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To process the list of rosters and pay periods for which retro labor exists:

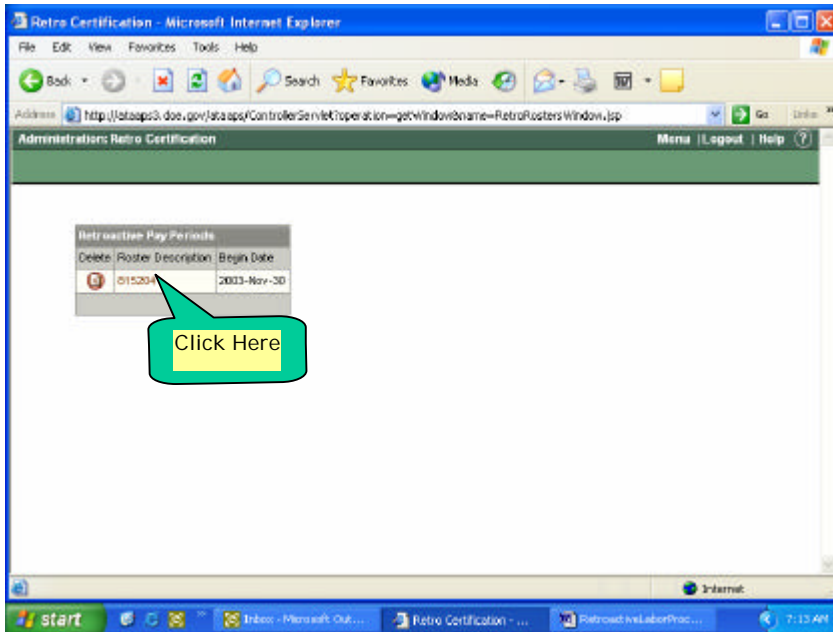
1. Click the **Retro Certification** link on the main menu to view the list.



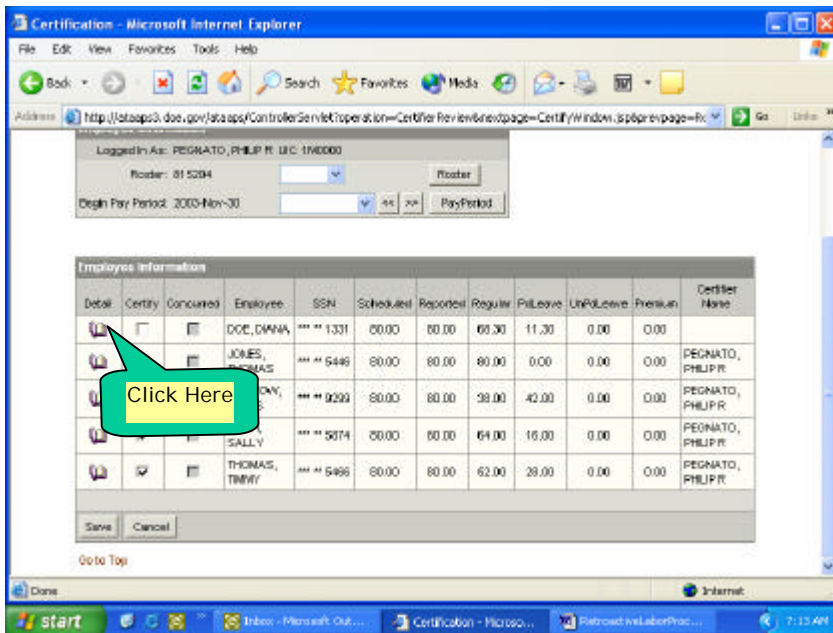
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2. Click the roster name to open the certification screen, with the roster and pay period pre-selected.



The following screen appears:



3. Review the retroactive labor details by clicking the **Open Detail Selection** icon.

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Certification Detail Window - Microsoft Internet Explorer

Address: <http://ataaps3.doe.gov/ataaps/ControllerServlet>

Employee Information

Roster:	015204	UC: 1M0000
Employee:	DOE, DIANNA	
Pay Period:	2003-Nov-30	

Employee Details

Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
A4 SA	VW0000000		REG		8.00	8.00	7.30	8.00	5.30				8.00	8.00	7.30	8.00		
			REG															
			REG															
A4 SA	VW0000000		LA				0.30	2.30							0.30			
			REG															
			REG															
A4 SA	VW0000000		LS									8.00						
			REG															
			REG															

4. Certify the employee's labor by placing a check mark in the certify box. Click the **Save** button (or **Cancel** button) to return to the list of retroactive rosters and pay periods.

Certification - Microsoft Internet Explorer

Address: <http://ataaps3.doe.gov/ataaps/ControllerServlet>

Logged In As: PEDNATO, PHILIP UC: 1M0000

Roster: 015204

Begin Pay Period: 2003-Nov-30

Employee Information

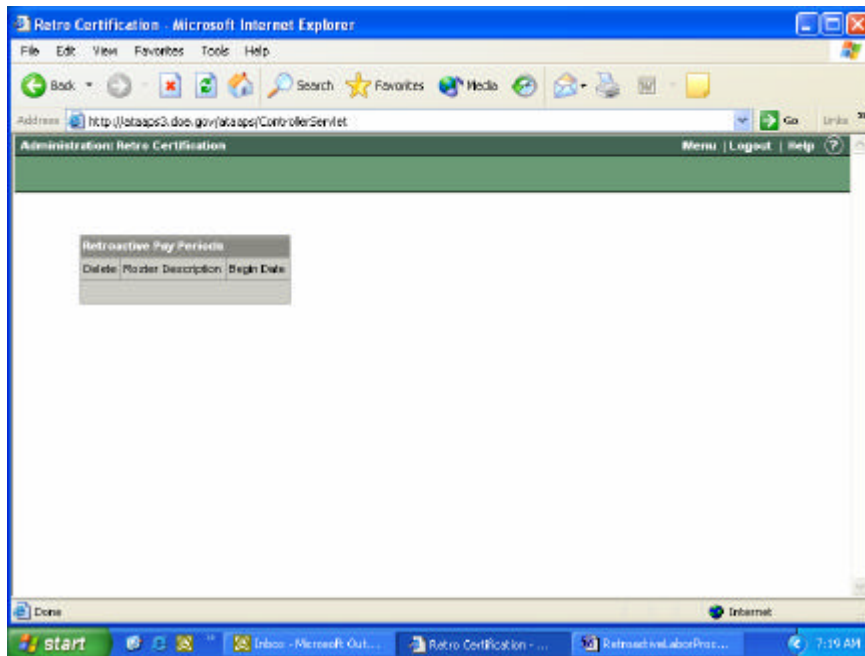
Detail	Certify	Concur	Employee	SSN	Scheduled	Reported	Regular	P/L Leave	UnP/L Leave	Premium	Certifier Name
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOE, DIANNA	*** ** 1331	80.00	80.00	68.30	11.30	0.00	0.00	PEDNATO, PHILIP
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JONES, THOMAS	*** ** 5446	80.00	80.00	80.00	0.00	0.00	0.00	PEDNATO, PHILIP
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JONES, THOMAS	*** ** 5446	80.00	80.00	36.00	42.00	0.00	0.00	PEDNATO, PHILIP
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SALLY	** 5674	80.00	80.00	64.00	16.00	0.00	0.00	PEDNATO, PHILIP
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THOMAS, TIMMY	*** ** 5466	80.00	80.00	52.00	28.00	0.00	0.00	PEDNATO, PHILIP

Save Cancel

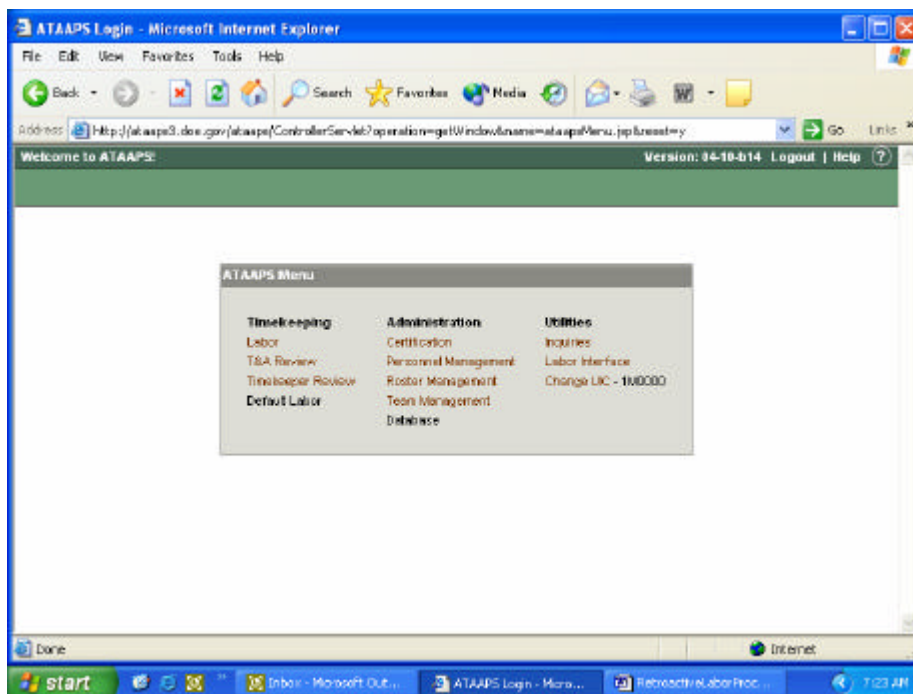
Go to Top

5. Click the **Delete** icon associated with the roster that was just processed or **Menu** to return to the main menu.

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The **Retro Certification** link on the main menu will be removed.



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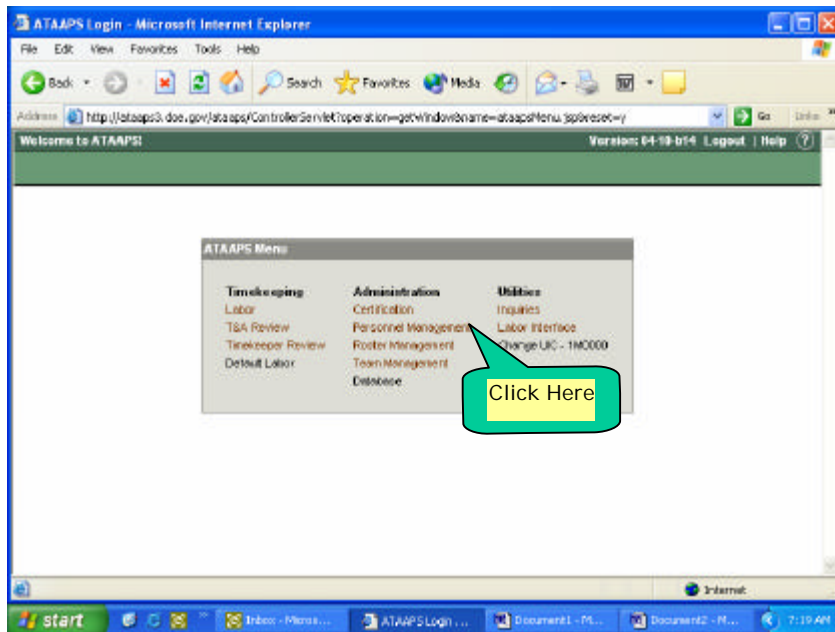
Display and Modify Labor Properties

The UIC's Retro Change Limit will control whether or not the entry of retro labor transactions is allowed. A value of 0 in the Retro Change Limit indicates that retro labor transactions are not allowed. If the Retro Change Limit has a value of 1 through 27, retro labor transactions will be accepted for the number of preceding pay periods indicated by the value of the Retro Change Limit. In addition to the UIC's Retro Change Limit, there is an employee-level field entitled the 'Retro Labor' indicator which determines whether an individual employee can enter retro labor for self.

To facilitate retroactive labor transaction processing, applicable labor properties must be associated with pay periods. These will be the only employee properties which will be allowed to be modified for the entry of retro labor transactions. Various factors determine which fields are available for modification for both prior and current pay periods. Fields unavailable for modification will be protected (grayed out).

To display labor properties:

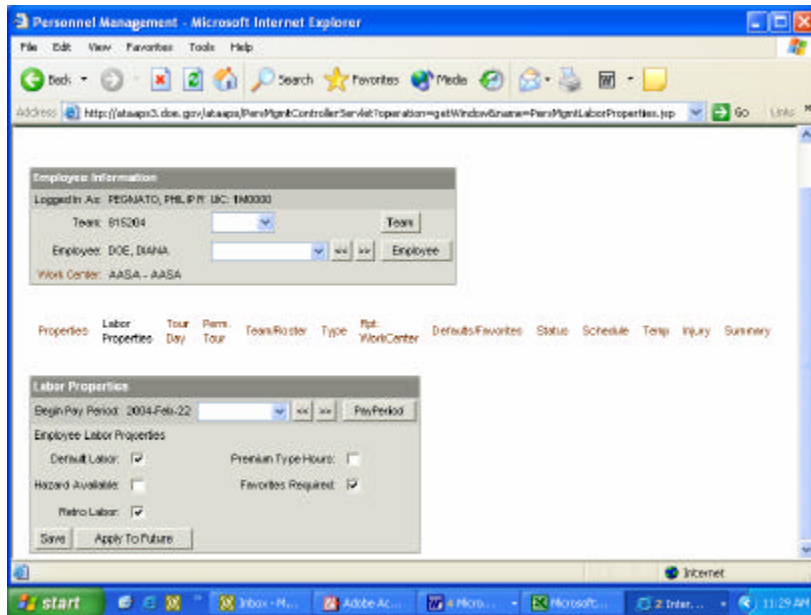
1. Click the **Personnel Management** link on the main menu.



2. Select the team and then the employee. Then, click the **Labor Properties** link to open the Personnel Management - Labor Properties screen.

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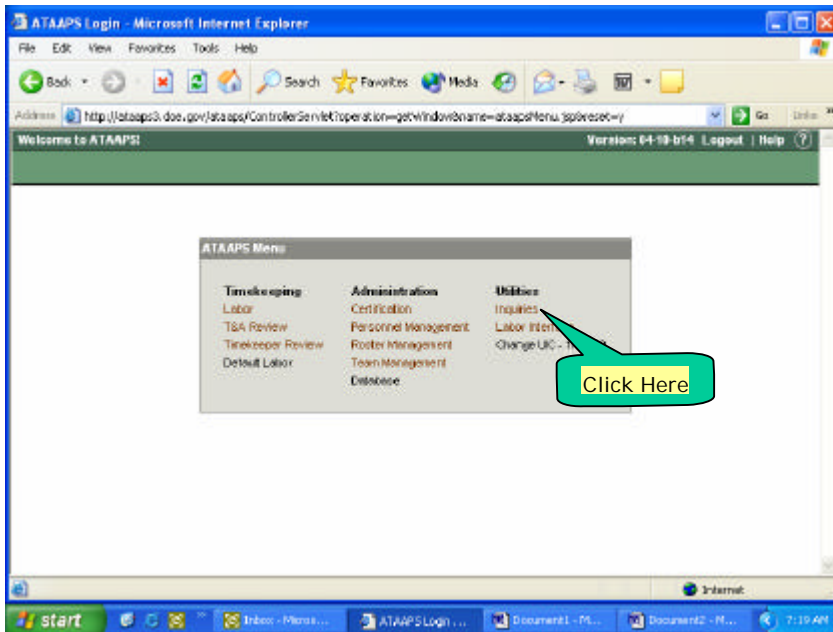
3. If the pay period displayed is not the one you want, change the pay period to the one you want. View the labor properties for the selected pay period.
4. Modify the setting for any labor property, if available (unprotected), by clicking the check box or using the drop down. Check the 'Retro Labor' indicator to allow an individual employee to enter retro labor for self.
5. If the modification applies to the selected pay period only, click the [Save](#) button. If the modification begins with the selected pay period and applies to multiple pay periods, click the [Apply to Future](#) button.

Retroactive Inquiries

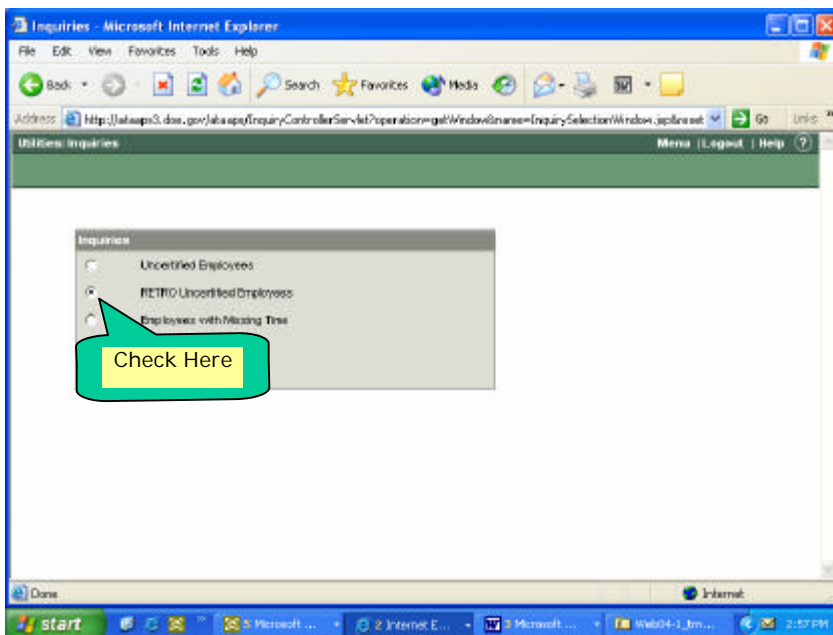
To verify certification of employees with changes to prior pay periods, click the Inquiries link on the main menu.

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2. Check the Retro Uncertified Employees and click continue.



The window displays only those Rosters that contain Retro transactions.

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Inquiries
Selected Inquiry: RETRO Uncertified Employees

Available

ORG40 - Fuel Cell Branch-D1
ROSTRD71-D1
ROSTRD72-D1

Add>> Add All>>

View By Team

Back Process Refresh

3. Select one or more rosters and click Add.

Inquiries
Selected Inquiry: RETRO Uncertified Employees

Available

ROSTRD71-D1
ROSTRD72-D1

Assigned

ORG40 - Fuel Cell Branch-D1

Add>> Add All>> <<Remove <<Remove All

View By Team

Back Process Refresh

4. Click Process. The screen displays each pay period for which there are retro transactions.

RETRO Uncertified Time Summary RETRO Uncertified Time Detail

RETRO Uncertified Time Summary		
Pay Period Begin: 10/19/2003		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	1	CARR-D1-D1, JAMES
Pay Period Begin: 11/02/2003		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	1	CARR-D1-D1, JAMES

New Inquiry

5. Click the RETRO Uncertified Time Detail to view employee(s).

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RETRO Uncertified Time Summary RETRO Uncertified Time Detail

RETRO Uncertified Time Detail				
Pay Period Begin: 10/19/2003				
Name	Roster	Certifying Official	Phone Number	Team
TAYLOR-D1-D1, JOE B	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG40 - Fuel Cell Branch-D1
Pay Period Begin: 11/02/2003				
Name	Roster	Certifying Official	Phone Number	Team
ERHART-D1-D1, BARBARA	ORG40 - Fuel Cell Branch-D1	CARR-D1-D1, JAMES		ORG40 - Fuel Cell Branch-D1
<input type="button" value="New Inquiry"/>				